Why the Data are Reported

Attendance data are reported in compliance with IC 20-33-2-3.2 and IC 20-33-2-14 for the purpose of State and Federal Reporting as well as IC 20-20-8-8 to provide data needed for the Chronic Absenteeism Rate (students absent from school for 10 percent or more of a school year for any reason) for School Improvement plans.

What the Data Impact

- A-F Grade
- Participation Rate for Testing
- INview
- State and Federal Reporting (IC 20-33-2-3.2, IC 20-33-2-14)
- Federal Accountability
- Chronic Absenteeism Rate for School Improvement Plan (IC 20-20-8-8)

Audience

This is a required collection for all educational organizations reporting enrollment:
- Public Schools (Traditional and Charter)
- Non-Public Choice School
- Accredited Non-Public Non-Choice School
- Accredited Programs providing the majority of the education for students

Reporting Data Timeline

BEGINS	ENDS	NOTES	Certification Cycle
July 6, 2021	June 30, 2022	Submission Errors, Conflict Resolution, and Informational messages available	Certification (sign-off) July 5-8, 2022

When a certification cycle closes and the data are considered final by the state, no corrections or additions are allowed.

Instructions

- Report **ALL** students' attendance who are enrolled and attending at any time during the academic school year.
  - Pre-Kindergarten and Post High School students (grades PK and 13) data will _not_ be included in state reports or used in any accountability calculations.
  - Students dual enrolled, attending a career or CTE program, or attending less than 50% of the time attendance data will _not_ be included in state reports or used in any accountability calculations.
- All days should be reported as either full (1) or half (.5) day.
  - Students may have two attendance records for the same day with different attendance event codes with each record reported as half (.5) to total a full day (1) of attendance.
  - Students enrolled and SCHEDULED with less than a full day AND fulfill their scheduled classes for the day are reported with a whole day of attendance.
  - Students enrolled and SCHEDULED with less than a full day AND do not fulfill their scheduled classes for the day are reported with either a half day or whole day of absence depending on the amount of time they participated in their scheduled classes.
  - Students enrolled in two schools DO NOT have their attendance combined from the two schools to equal a full day of attendance.
- Attendance roster reports are provided in the Data Exchange Validation Portal under the July Submission Cycle tab, Validation Tab. Select the Attendance Enrollment counts to download. Rosters may be used for attendance reporting verification.
  - Attendance rosters will provide ALL students enrolled any time during the school year with showing if the student is 'certified' or 'excluded' from the certification counts.
  - Students reported with primary school as 'false' will show a status of 'excluded' on the roster and will not be counted in the overall attendance counts for certification.

Instructions cont'd

- o Students reported and have an error or conflict message will show a status of 'excluded' on the roster and will not be counted in the overall attendance counts for certification.
    - ▪ Excluded status will remain until the error or conflict is corrected. Errors and Conflicts are expected to be corrected prior to certification.
- Schools utilizing templates to report required attendance data must provide all necessary data in the order and manner described in the Attendance Template Reporting Training.
- Summer school attendance is not reported. IC 20-33-2-5

Preparation for Attendance Reporting

- Educational entities should work with their SIS vendor to map current local attendance codes to the reporting Attendance Event Codes.
- Education entities DO NOT have to update or change their current local attendance codes.
- Have full understanding of Attendance Event Codes and how to enter data accurately in the school software.

Attendance Event Codes

- **In Attendance:** This code should be used when a student is considered "in attendance" at the physical school building, pursuant to the local attendance policy. This code should be used for non-virtual students.

- **Virtual:** This code should be used when a student is considered "in attendance" at the virtual program or virtual school, pursuant to the local attendance policy. This code should be used for "traditional" virtual students. This code should be used when students are engaged in their instruction for an all school planned E-Learning day or any E-Learning day in lieu of a cancellation.

- **Virtual Due to COVID-19:** This code should be used when a school must provide virtual instruction in lieu of in-person instruction due to any COVID-19 reason, and a student is considered "in attendance" pursuant to the local attendance policy (engaged in their educational instruction in any manner which may include but is not limited to packet pick-up, one to one device, emailed instruction, etc.). This code should be used when parents/students elect to have the student receive their instruction virtually or if a student becomes quarantined due COVID-19.

- **Excused Absence:** This code should be used when a student is not "in attendance" and such absence is deemed "excused", pursuant to the local attendance policy. This code should be used for both virtual and non-virtual students. This code should be used for students not engaged in their educational instruction in any manner while out due to any COVID-19 reason. Reason for absence should be identified with 'covid' or 'coronavirus'.

- **Unexcused Absence:** This code should be used when a student is not "in attendance" and such absence is deemed "not excused", pursuant to the local attendance policy. This code should be used for both virtual and non-virtual students. This code should be used for students not engaged in their educational instruction in any manner while out due to any COVID-19 reason. Reason for absence should be identified with 'covid' or 'coronavirus'.

- **Exempt:** This code should be used when a student is not "in attendance" but is participating in one of the activities that is exempt by statute from consideration as an "absence". This code should be used for both virtual and non-virtual students.

- **Suspended:** This code should be used when a student has been suspended pursuant to the local discipline policy. This code should be used for both virtual and non-virtual students.

- **Expelled:** This code should be used when a student has been expelled pursuant to the local discipline policy. This code should be used for both virtual and non-virtual students.

Reporting Students

Traditional Student: Student enrolls in a school at the beginning of the school year and attends the same school for the entire school year.
- Report a daily Attendance Event Record(s) for each day the student is enrolled and expected in attendance.
    - The daily attendance should equal "1" day for each enrollment day which may require two records if the student is "IN ATTENDANCE" .5 (half) day and then another attendance event the other .5 (half) of the day.
- The beginning date is the first day of the school calendar and the ending date is the last day of the school calendar.

Virtual Student (Traditional): Student enrolls in a virtual school or established virtual program within a school at the beginning of the school year and attends the same school or program for the entire school year. (not due to Covid-19)
- Report a daily Attendance Event Record(s) of "VIRTUAL" for each day the student is enrolled and expected in attendance.
    - The daily attendance should equal "1" day for each enrollment day which may require two records if the student is "VIRTUAL" .5 (half) day and then another attendance event the other .5 (half) of the day.
- The beginning date is the first day of the school calendar and the ending date is the last day of the school calendar.
- Virtual schools must comply with the same instructional time requirements (5 or 6 hours to count as a day of instruction). As with traditional schools, how the instructional time gets recorded is a local determination.

Virtual Student (due to COVID-19): Parents/Students elect for the student to receive their education virtually due to COVID-19, Student is quarantined due to COVID-19 and receives educational instruction virtually. The school must provide virtual instruction in lieu of in-person instruction due to COVID-19.
- Report a daily Attendance Event Record(s) of "VIRTUAL due to COVID-19" for each day the student is enrolled and expected in attendance.
    - The daily attendance should equal "1" day for each enrollment day which may require two records if the student is "VIRTUAL due to COVID-19" .5 (half) day and then another attendance event the other .5 (half) of the day.
- The beginning date is the first day of the school calendar or the first date the student begins receiving instruction virtually due to Covid-19 and the ending date is the last day of the school calendar or the last day the student receives instruction virtually due to Covid-19.

Non-Full Time Kindergarten Student: A student does not attend kindergarten five days a week all day (full time) but attends on a part-time KG schedule. This may include .5 (half) days or full days but not every day of the week (on an altered schedule).
- Report an accurate daily Attendance Event Record(s) for each .5 (half) day the student is enrolled and expected in attendance.
- Report an accurate daily Attendance Event Record(s) for each 1 (whole day) the student is enrolled and expected in attendance.
- **DO NOT** report absences or other attendance codes for days the student is not expected in attendance due to their schedule.

Non-Full Time Pre- Kindergarten Student: A student does not attend pre-kindergarten five days a week all day (full time). This may include .5 (half) days or full days but not every day of the week (on an altered schedule).
- Report an accurate daily Attendance Event Record(s) for each .5 (half) day the student is enrolled and expected in attendance.
- Report an accurate daily Attendance Event Record(s) for each 1 (whole day) the student is enrolled and expected in attendance.
- **DO NOT** report absences or other attendance codes for days the student is not expected in attendance due to their schedule.

Reporting Students cont'd

Student Exits, Returns, Enrolls after the Start of the School Year: Student enrolls and exits throughout the school year or enrolls after the first day of the school year.
- Report an accurate daily Attendance Event Record(s) for <u>only</u> the school calendar days the student is enrolled and expected in attendance. _DO NOT_ report attendance events for days the student is not enrolled.
  - The daily attendance should equal "1" day for each enrollment day which may require two records of .5 (half) day each if the student has more than one attendance event in a day.
- The beginning date is the first day the student's enrollment begins, and the ending date is the last day of the student's enrollment or the last day of the school year.

Student simultaneously attends two or more schools: A student has "Dual Enrollment" and attends two or more education organizations simultaneously. A student may attend one school the majority of the day but leaves the school to attend class(es) in another school.
- All enrolling schools where the student is dual enrolled; both public and non-public, will report attendance on the days the student is enrolled and expected (scheduled) to be in attendance.
- Student's days attended, excused and unexcused days absent reported by the non-primary educational organization will not be included in the less than or more than 162 accountability day counts.
- Attendance reported by both schools will not be combined to equal a day of attendance for the student.
- Both schools are to report a full day of attendance (either present or absent) if the student is attending and fulfilling their schedule.

In-School Suspension: In-School Suspension days **WILL** be included in the student's counts for the 162 days accountability count.
- Students serving ISS are counted in Days Attended.
- Students should be reported with "In Attendance" code. _DO NOT_ use the "Suspended" attendance code.

Out-of-School Suspension: Out-of-School Suspension days will **NOT** be included in the student's counts for the 162 days accountability count.
- Students serving OSS are not counted as in attendance or absent and should have the attendance code of "Suspended" reported for those days.
- Students serving OSS for .5 (half) day and any other attendance event for the remainder .5 (half) day should have two attendance event records reported to equal "1" day of attendance.
  - example: Student is "in attendance" in the morning and "suspended" in the afternoon will show two attendance event records of .5 in attendance and .5 suspended = 1 day where only .5 (half) will count towards the 162 accountability day counts.

Out of School Suspension to Expulsion: Student is serving an Out of School Suspension while awaiting an Expulsion hearing. It is determined the student is expelled. All "Suspension" attendance codes leading up to the expulsion are to be updated to "Expelled" allowing attendance data to match discipline data for the Expulsion.

Expulsion: Expulsion days will **NOT** be included in the student's counts for the 162 days accountability count.
Note: An Exit Withdraw type code of 33=Serving Expulsion is submitted in the Student School Association (enrollment) record for schools to report the student as serving an expulsion.
- Students serving an Expulsion are not counted as in attendance or absent and should have the attendance code of "Expelled" reported for those days.
- Students serving an Expulsion for .5 (half) day and any other attendance event for the remainder .5 (half) day should have two attendance event records reported to equal "1" day of attendance.
  - example: Student is "in attendance" in the morning and "expelled" in the afternoon will show two attendance event records of .5 in attendance and .5 expelled = 1 day where only .5 (half) will count towards the 162 accountability day counts.

Students exempt for Educational Function: Student serves as a page or honoree at general assembly, working polls, issued a subpoena to appear in court, active duty with National Guard, Civil Air Patrol, or participating at the State Fair.
- Students with a statutorily exempt reason According to IC 20-33-2 Sec.14 to 17.7 or locally defined exempt reasons (i.e. fieldtrip) should have the attendance code of "Exempt" reported for those days.

Reporting Students cont'd

Hospitalized or Homebound Students: Student is hospitalized for an indefinite period of time or the student is on homebound instruction and receiving instruction from a licensed teacher through the school district or a third party by contract/agreement.
- The student would be considered in attendance; See 511 IAC 7-32-45, 511 IAC 7-42-11 and 511 IAC 7-42-12.
- Homebound instruction under the provisions of Article 7 has a distinct requirement of a physician's statement. If the parent **has not** completed the request for homebound instruction and you **have not** implemented a homebound program, then the student is absent.
- Report an accurate daily Attendance Event Record of "In Attendance" for each day the student is expected to and receives homebound or hospitalized instruction.
- Report an accurate daily Attendance Event Record of "Excused Absence or Unexcused Absence" if the student is unable to receive expected homebound or hospitalized instruction for that day.

Student for whom a doctor completes a "Certificate of Incapacity": Student is absent from school due to illness or mental or physical incapacity, the school may require parents to provide documentation of the illness or incapacity.
- The student would still need to be reported as having excused absences; the certificate does not negate the absence.
- Report an accurate daily Attendance Event Record of "Excused Absence" for each day the student is absent.

Reporting Students with Extended Time Out/Away from School
Schools may elect any of the four options below for students who leave for extended periods of time, whether for vacation or family emergencies (in or out of the country), or for cultural/religious reasons:
This is up to the local school district to determine.

- **Option 1**: Exit the student Code 25=Out-of-State transfer: A school may exit the student as an out-of-state transfer. The parent should be told they must enroll the student in school in the area where they are staying and re-enroll the student upon their return. This option may be considered if the parent is uncertain about a return date to the state.
- **Option 2**: Exit the student Code 20=Homeschool: At the election of the parent, the parent can choose to take responsibility for the student's education by homeschooling while they are away. In this case, the student may be exited as a transfer to homeschooling. The parent should understand the student will need to be re-enrolled if/when the student returns to school and placement of the student will be a local decision.
- **Option 3**: Unexcused absence: A school may report an attendance event record of "Unexcused Absence." Local school district policy should be reviewed to determine if the student becomes truant or should be expelled for lack of attendance.
- **Option 4**: Excused absence: If the parent or guardian indicates the trip is for educational purposes (e.g., a trip for an educational or cultural experience), the parent indicates the length of time the student will be away and when the student will return, and the principal agrees in writing the purpose of the trip is educational, the school can elect to excuse the absence under IC 20-33-2-17.5. A school should report an attendance event record of "Excused Absence".

Miscellaneous Reporting

1. **Students placed in a juvenile detention facility; who should report the student? Is the student reported as present or absent?**
   A. Students must be receiving instructional services under the guidance of a licensed teacher to be counted in attendance. It is up to the school corporation and the juvenile facility to determine which has the responsibility of reporting the student. Such decisions may be based upon, among other criteria, the length of time the student will be in the detention center; the language in any joint service agreements between the detention center, its fiscal agent corporation, and any member corporations; or the status of the student after adjudication. See Policy on Detention Center Education. For additional guidance contact Cathy Danyluk, Chief State Attendance Officer cdanyluk@doe.in.gov

==NEW Reporting Requirement!==

==**2. Seniors finishing and graduating prior October 1st.**==

> ==**A.** Past year seniors finishing their credits and completing all graduate requirements prior to October 1st DO have attendance data reported for the time the student is enrolled and attending. Students completing their graduation requirements prior to October 1st will have a student school association (enrollment) record with the primary school identified as 'true', an educational organization association record with primary responsibility of 'attendance', attendance data for each day enrolled, and course completion data provided for certification at the end of the school year. Upon completion of the graduation requirements an exit date with exit code 34 is to be provided.==

Conflict Resolution

- Conflicts occur when two or more schools submit a student school association (enrollment) record for the same STN with the same entry/exit date or overlapping entry/exit dates where both schools have been identified as primary school 'true'.
- Records creating a conflict will cause the student to have a status of 'excluded' for certification in **ALL** the conflicting schools. Conflict records not resolved will not be counted in **ANY** school's certification totals.
- Conflicts are to be resolved in a timely manner.
- To resolve conflicts:
    - Verify accuracy of data in the school's SIS and if needed make any necessary corrections.
    - Contact the school provided in the conflict message to resolve any necessary data corrections.
    - Utilize the Data Exchange Contact report found on the Overview tab to locate the person and email to assist with resolving the conflict.

Terms:

Educating School:
- The school or accredited program where the student is primarily enrolled and receiving their educational instruction; educational organization submitting enrollment records (or student school associations)

Primary School:
- Identifies the school as providing the majority of the student's education; as being the student's Primary School
- Identifies if the student is included in overall certification counts
- Refer to Enrollment reporting document for additional understanding

Corporation of Legal Settlement:
- The public-school corporation whose geographic service area includes the student's legal residence and serves the student's grade level. (This is the school the student would have attended, had other circumstances, needs, or parental actions intervened.)

Accountable School (School of Accountability):
- The school that is ultimately accountable for the success of the student.

ADM Type:
- The items below refer to the membership categories outlined in the Data Exchange Ed Org Association (ME/MV/MA) reporting guidance document.

Understanding Accountability

The Accountable School will be determined by the Additional Responsibility 'School of Accountability' when providing the Educational Organization Association record via Data Exchange.

- Only schools (public, charter, or non-public) may be submitted as accountable schools.
- Programs, state-run facilities, and special education cooperatives may not be reported as accountable schools.
- The accountable school must serve the student's grade level.

Attendance Accountability Belongs to Educating School

Educating and Attendance Reporting School and Accountable School will be the same if the student is:

- ADM Type 1-Resident Enrollment **AND** the Educating School is also the student's COLS (as defined) above or a Charter school.
- ADM Type 3-Cash Transfer (based on an agreement between the parent(s) and the school corporation)

- ADM Type 4-State Obligation (Placement by the division of disability, aging, and rehabilitative services or the division of mental health)
- ADM Type 5-Placement In (placement by Indiana county welfare offices, Indiana courts, Indiana licensed child-placing agencies, or by a parents or guardian in a state licensed private or public health facility, child care facility, or foster home located in the school corporation)
- ADM Type 6-Dual Enrolled (Student simultaneously is enrolled and attends two or more schools). Accountability belongs to the educational organization identified as primary 'true' on the student school association (enrollment) record.
- Enrolled in a Non-Public Choice School or Non-Public Accredited Non-Choice School.
- Incarcerated in a state correctional facility and educated by Corp 9100 - Indiana Department of Correction.

Attendance Accountability Belongs to another Educational Organization

Educating and Attendance Reporting School will be the educational organization primarily educating the student, while the Accountable School will be the student's Corporation of Legal Settlement (COLS) if the student is:

- ADM Type 2-Transfer Out: Students with legal settlement in the school corporation but are enrolled in and attending a different school corporation in Indiana or another state per an agreement between both educational organizations for the benefit of the student's educational needs.
- Attending a Special Ed Cooperative or other Accredited Programs: This is true whether the student lives inside or outside of the corporation operating the program.
- Attending an Alternative Education program
- Attending 9605-C460 Indiana School For The Blind or 9610-C695 Indiana School For The Deaf

Attendance Certification:

- All Attendance conflicts must be resolved
- Verify accuracy of Attendance
- student counts with less than or more than 162 days
  - roster download may be used to verify counts of students with less than or more than 162 days for accountability purposes

Data Elements

The following data elements are required to successfully complete attendance reporting.

- Schools having connection to Data Exchange API with their SIS vendor: Data Elements 1 - 4 are "building blocks" and should already exist from data reporting of calendars, master schedule, STN and student enrollment. Data Element 5-Student School Attendance Event is the final requirement to complete Attendance Reporting.
- Schools without connection to Data Exchange API with or without a SIS vendor: Data Elements 1 - 5 will be required to complete Attendance Reporting.

1. School Calendar and Master Schedule data including:
   - Grading Periods
   - Terms/Sessions
   - Instructional Minutes
   - Calendar Type
   - Instructional Calendar Dates
2. Student Record including:
   - STN
   - Student Demographic Information
   - Student Address
   - Student Characteristics of Foster, Military
   - EL Proficiency Level & Instrument Used
   - Date of entry into US schools
3. Student School Association (school enrollment) including:
   - Student Grade Level
   - Student Entry Date

- ○ Student Exit Date and Exit reason if applicable
- ○ Primary Educational Entity - True/False (school where the student primarily enrolled)
4. Student Ed Org Association (corporation enrollment) including:
   - ○ Funding Responsibility (ADM Type)
   - ○ Additional Responsibilities to report Corp of Legal Settlement (COLS) and Accountability School
5. Student School Attendance Event including:
   - ○ School and Term
   - ○ Event Date
   - ○ Event Duration (.5-half or 1-whole day)
   - ○ Attendance Event (Attendance Code)

Attendance Reporting Codes

- ● Allowable Attendance Event and Term Descriptor codes can be viewed in the Enrollment_CodeValues document under Resources on the Attendance reporting page in the Data Exchange Knowledge Hub website.

Reporting Templates

Schools without a SIS Vendor, an Indiana Ed-Fi Certified SIS Vendor, or not connected and onboarded will need to utilize the following template to upload the required data via the Data Exchange Validation Portal:

- ● 028-StudentAttendance_StudentSchoolAttendanceEventExtension

The template can be found on the Attendance reporting page in the Data Exchange Knowledge Hub website under Templates.

Training and utilization of the template is provided in the IDOE Moodle "Data Exchange Training and Community" course.

Schools will need to have the below templates and required data uploaded via Data Exchange Validation Portal ***prior to*** the submission of 028-StudentAttendance_StudentSchoolAttendanceEventExtension template:

- ● 001-EdOrgCalendar_Session
- ● 002-EdOrgCalendar_GradingPeriod
- ● 003-EdOrgCalendar_Calendars
- ● 004-EdOrgCalendar_CalendarDate
- ● 015-Student_Student
- ● 018-StudentEnrollment_StudentSchoolAssociations
- ● 019-StudentEnrollment_StudentEdOrgAssoiations (template not required for 2020-2021)

Validation Results – Information Messages

1. **Information (warning) message - Student's attendance consists of more than 10 days of unexcused absences. Student is considered habitually truant. Refer to IC 20-20-8-8.**
   - ● Keep in mind that attendance policies are determined locally – it is a local decision to excuse or not excuse an absence.
   - ● Habitual truancy is defined by statute as 10 days.
   - ● Legislation requires that habitual truants must be reported to DCS or Juvenile Court.
   - ● Please refer to the following link for more information. http://www.doe.in.gov/student-services/attendance
2. **Information (warning) message - Student's attendance consists of more than 10% of unexcused, excused, and suspension absences. Student is considered a chronic absentee. Refer to IC 20-20-8-8.**
   - ● Please refer to the following link for more information. https://www.doe.in.gov/school-improvement/attendance/chronic-absenteeism

References

A support ticket can be submitted at the following https://help.doe.in.gov/
Instructional Day and Time Requirements: https://www.doe.in.gov/accountability
Chief State Attendance Officer: http://www.doe.in.gov/student-services/attendance

Attendance Reporting (Suspension/Expulsions) Memo
https://www.doe.in.gov/sites/default/files/attendance/attendanceguidelinesupdate119.pdf

Attendance Rules – 511 IAC 7-32-45, 511 IAC 7-42-11 and 511 IAC 7-42-12
Compulsory Attendance Exceptions: IC 20-33-2-14 – Service as a page or honoree of the General Assembly
                 IC 20-33-2-15 – Participation in an election
                 IC 20-33-2-16 – Subpoena to appear in court
                 IC 20-33-2-17 – Duty with the National Guard
                 IC 20-33-2-17.2 – Civil Air Patrol Participant
                 IC 20-33-2-17.5 – Educationally related non-classroom activity
                 IC 20-33-2-17.7 - State Fair Participation

Data Exchange Attendance Document Change History

Version	Change History
10.5.21	Updated dates Additional reporting guidance and information - found in yellow highlights
	2021-2022 School Year
03.5.21	Additional Instruction information Primary School definition under Terms Additional resource listed under Conflict Resolution
07.17.20	Creation of Attendance Reporting Guidance via Data Exchange
	2020-2021 School Year